



NUTRITION SERVICES MANAGER

INTRODUCTION

This full-time position is located at the J-Sei, Inc. office at 1285 66th Street in Emeryville. J-Sei seeks a team-oriented professional who will supervise nutrition services. This position requires a self-motivated genial person experienced in the field of food service, nutrition and older adults who can create community responsive offerings and work independently under general supervision to manage and expand nutrition programs.

NUTRITION PROGRAM DUTIES AND RESPONSIBILITIES

1. Responsible for the overall operation of the J-Sei senior congregate, home-delivered, and pick-up meal programs.
2. Ensure program compliance with all regulatory agencies.
3. Supervise one volunteer and kitchen assistant, one full-time chef, part-time chef assistants, and delivery drivers who provide hands-on support in daily lunch preparations, volunteer management and client trouble-shooting.
4. Supervise nutrition assessment assistant to track and conduct assessments and quarterly reassessments of home delivered meal clients for county and internal records on a monthly basis.
5. Conduct in-person initial intake assessments and registrations with new home-delivered meal clients.
6. Responsible for volunteer recruitment, training, acknowledgement and coordination for nutrition programs and other areas as periodically needed.
7. Develop, design and implement monthly menus in collaboration with chef and registered dietitian for distribution.
8. Submit monthly data reports and invoices to county and partner agencies.
9. Maintain organized, efficient, automated and up to date electronic records for client files, daily and master client service delivery, volunteer schedules and reporting data.
10. Meet or exceed all county contract requirements.
11. Maintain relationships with partner organizations who take part in nutrition program and expansion efforts.
12. Purchase food and food service supplies with kitchen assistant and chef.
13. With kitchen assistant, foster a strong team of volunteers who are well prepared, autonomous and appreciated.

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14. With kitchen assistants, chef, operations manager and registered dietitian, maintain kitchen in safe and clean manner consistent with county health standards.
15. With kitchen assistant and operations manager, schedule and complete all space and equipment maintenance.
16. Perform related agency public relations including the preparation of information and articles for the agency's newsletter.
17. Other duties as requested by the Executive Director and Director of Services.

REPORTING RELATIONSHIP

The Director of Services provides overall supervision of the position. Evaluations are conducted by the Director of Services.

QUALIFICATIONS

1. Minimum 2 years management and coordination experience.
2. Minimum 2 years experience in the field of nutrition services.
3. MPH degree or graduate degree in a related field such as MSW or Nutrition Science desirable but additional experience/training may be substituted for Master's degree.
4. Minimum 2 years working independently and supervising staff/volunteers.
5. Experience in food service preferred.
6. Knowledge and experience of working with Excel and Google sheets.
7. Knowledge of and experience with Japanese American community is desirable.
8. Bi-lingual in Japanese/English helpful, but not required.
9. Collaborative approach to achieving goals.
10. Strong communication, listening and people skills necessary to project and promote the J-Sei mission to seniors, volunteers and general community.
11. Ability to multi-task and prioritize multiple day-to-day operations in a fast paced environment.
12. Demonstrated leader with ability to execute.
13. Ability to occasionally move files and supplies up to 25 pounds.
14. Valid California driver's license, auto insurance and a safe driving record.

To Apply:

Please email your cover letter and resume to Diane@j-sei.org. Applications will be accepted until the position is filled.

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